

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Production Manager**

**Class Code: 30332**

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### **A. Purpose:**

Manages the technical production staff, equipment and facilities for the television network to ensure local programs are produced according to network production technical and aesthetic standards.

### **B. Distinguishing Feature:**

The Production Manager oversees directors, videographers/editors and other technical production staff and equipment and facilities.

The Director directs the production of television programs, videos and other educational or promotional material by overseeing camera work and coordinating technical operations of those productions.

The Videographer/Editor acquires quality video and audio for assigned programs and edits television or video programs, publications, graphics, and interstitial elements.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Oversees the day to day work of the technical staff to ensure the goals and objectives of the network are met.
  - a. Directs the work of technical production staff.
  - b. Assigns technical staff to various productions and monitors and oversees their work.
  - c. Participates in performance reviews of production staff, approves leave requests, and addresses disciplinary problems.
  - d. Coordinates contractual agreements regarding local productions.
  - e. Coordinates production staff development and training.
  - f. Schedules production facilities and equipment for producers and projects.
  - g. Keeps accurate production department records.
2. Works with production staff to determine priorities in establishing production schedules and deadlines.
3. Coordinates production of promos and all other internal break elements to ensure continuity.
4. Serves as liaison with engineering staff to coordinate technical aspects of production.
5. Coordinates with the Executive Producer and Director of Television to ensure efficient program production.
  - a. Conducts long-range planning.
  - b. Coordinates production activities.
  - c. Recommends equipment purchases.
6. Performs production and direction duties as necessary to ensure projects are completed efficiently and on time.
  - a. Produces special projects.

- b. Produces large, multi-camera remotes.
- c. Supervises technical lighting and studio set planning.
- d. Designs graphics.
- e. Directs live and videotaped productions as needed.

7. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to the Program Manager and serves as lead worker over Directors and Videographer/Editors.

#### **E. Challenges and Problems:**

Challenged to keep staff and equipment schedules free from conflict, directs the work of creative individuals with divergent views, and keep abreast of technological changes.

Typical problems resolved by the incumbent include equipment malfunctions and scheduling issues.

#### **F. Decision-making Authority:**

Decisions made include prioritizing projects for videotape and edit time, equipment use, graphic design, set design, promotion design, staff production assignments, final approval of interstitial elements, and capital assets and other purchase recommendations.

Decisions referred include spending authority for equipment purchases and unresolved staff or scheduling conflicts and disciplinary issues.

#### **G. Contact with Others:**

Daily contact with network production staff, management and engineering staff to coordinate schedules or resolve problems. Regular contact with outside agencies with which public television is producing contract projects, with equipment suppliers for information on new technology and with all other internal departments.

#### **H. Working Conditions:**

Working during the day and/or night in a television studio or at a remote location lifting and transporting heavy and bulky television equipment while exposed to high voltage and hanging or ground laid cables in various indoor and outdoor environments and during good or adverse weather. Completion of assignments necessitates travel of one day to a week or more across the state as well as weekend and holiday work.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- The practices, principles, and techniques of television production and aesthetics;
- technical aspects of broadcasting and programming;

- Federal Communications Commission rules and regulations;
- television station and network operations;
- record keeping techniques;
- resources management.

Ability to:

- research;
- operate television production equipment;
- plan television productions;
- schedule personnel and facilities;
- communicate information clearly and concisely;
- direct the work of assigned personnel;
- operate computers;
- lift fifty pounds;
- travel when required;
- work a flexible schedule to include occasional nights, weekends, and holidays.